

REQUIREMENTS FOR EMERGENCY CERTIFICATES

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

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EMERGENCY TEACHING CERTIFICATE (ETC):

THE CERTIFICATE IS VALID ONE SCHOOL YEAR OR PART THEREOF AND EXPIRES ON THE FOLLOWING JULY 1. THE CERTIFICATE ENTITLES THE HOLDER TO ENTER INTO A TEACHING CONTRACT AND TEACH ONLY IN THE DISTRICT THAT VERIFIES AN EMERGENCY EMPLOYMENT SITUATION EXISTS. ISSUANCE IS LIMITED TO ELEMENTARY, SECONDARY, AND SPECIAL EDUCATION CERTIFICATES AND THOSE ENDORSEMENTS THAT ARE REQUIRED SUCH AS READING SPECIALIST, BILINGUAL, ENGLISH AS A SECOND LANGUAGE (ESL) AND GIFTED.

➤ **Requirements for initial issuance of Emergency Teaching Certificate.**

1. Applicants issued a 1-year certificate under R7-2-605 (Reciprocal) will not qualify for an Emergency Teaching Certificate.
2. A Bachelor's Degree from an accredited institution. Please submit official transcript(s) including posting of Bachelor's degree. **NOTE:** All earned degrees and courses must be from an accredited institution.
3. Completed *Application for Certification* requesting an Emergency Teaching Certificate (ETC).
4. The *Request for Issue of Emergency Teaching Certificate* form completed and signed by the school district superintendent verifying an emergency employment situation exists.
5. A valid Fingerprint Clearance Card issued by the Arizona Department of Public Safety or a *Conditional Request for Early Release of Certificate*, completed and signed by the school district superintendent, and proof of a fingerprint clearance application, if a first-time applicant. For those who do not hold a valid Arizona certificate, a fingerprint card is not required.
6. A \$60 fee. Money order, cashiers check, or personal check made payable to the *Arizona Department of Education* are the only forms of acceptable payment. Please NO CASH. Fees paid are not refundable.

➤ **Requirements for each reissuance of the SAME TYPE of Emergency Teaching Certificate are:**

1. Completed *Application for Certification* requesting an Emergency Teaching Certificate (ETC).
2. The *Request for Issue of Emergency Teaching Certificate* form completed and signed by the school district superintendent verifying an emergency employment situation exists.
3. Official transcripts showing six semester hours of required courses toward meeting the requirements for the specific certificate or endorsement completed since the last issuance of the Emergency Teaching Certificate.
4. Arizona and/or U.S. Constitution you will have **three years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on history, government, social studies, citizenship, law, or civics, you have **one year** to fulfill the requirement. No additional certificate may be granted until the Arizona and U.S. Constitution requirements have been fulfilled as described in §15-532 (B).
5. A valid Fingerprint Clearance Card issued by the Arizona Department of Public Safety.
6. A \$60 fee. Money order, cashiers check, or personal check made payable to the *Arizona Department of Education* are the only forms of acceptable payment. Please NO CASH. Fees paid are not refundable.

*** Please submit all required materials to the Certification Unit in a SINGLE packet.**

(PLEASE SEE REVERSE)

EMERGENCY SUBSTITUTE CERTIFICATE (ESC):

THE CERTIFICATE IS VALID FOR ONE SCHOOL YEAR OR PART THEREOF AND EXPIRES ON THE FOLLOWING JULY 1. THE CERTIFICATE ENTITLES THE HOLDER TO SUBSTITUTE ONLY IN THE DISTRICT THAT VERIFIES AN EMERGENCY EMPLOYMENT SITUATION EXISTS AND IN THE TEMPORARY ABSENCE OF A REGULAR CONTRACT TEACHER. THE INDIVIDUAL HOLDING ONLY AN EMERGENCY SUBSTITUTE CERTIFICATE SHALL NOT BE ASSIGNED A CONTRACT TEACHING POSITION AND SHALL BE LIMITED TO 120 DAYS OF SUBSTITUTE TEACHING PER SCHOOL YEAR.

➤ Requirements for initial issuance of Emergency Substitute Certificate.

1. High school diploma, GED or official high school transcripts with diploma posted.
2. Completed *Application for Certification* requesting an Emergency Substitute Certificate (ESC).
3. The *Request for Issue of Emergency Substitute Certificate* form completed and signed by the school district superintendent verifying an emergency employment situation exists.
4. **ONLY ONE** of the following is required (A or B):
 - A. A valid Fingerprint Clearance Card issued by the Arizona Department of Public Safety; OR
 - B. A *Request for Conditional Early Release* form completed by the district and proof of application for a fingerprint clearance card to Arizona Department of Public Safety.
5. A \$60 fee. Money order, cashiers check, or personal check made payable to the *Arizona Department of Education* are the only forms of acceptable payment. Please NO CASH. Fees paid are not refundable.

➤ Requirements for reissuance.

1. Completed *Application for Certification* requesting an Emergency Substitute Certificate (ESC).
2. The *Request for Issue of Emergency Substitute Certificate* form completed and signed by the school district superintendent verifying an emergency employment situation exists.
3. **ONLY ONE** of the following is required (A, B, or C):
 - A. Two semester hours of academic course work completed since last issuance of the ESC; **OR**
 - B. Thirty clock hours of district in-service training. (Fifteen clock hours are equivalent to one semester hour of course work.) In-service hours shall be verified by the district superintendent or personnel director; **OR**
 - C. A combination of both academic course work and district in-service training. Individuals with 30 or more semester hours of course works are exempt from further academic or in-service requirements.
4. A valid Fingerprint Clearance Card issued by the Arizona Department of Public Safety.
5. A \$60 fee. Money order, cashiers check, or personal check made payable to the *Arizona Department of Education* are the only forms of acceptable payment. Please NO CASH. Fees paid are not refundable.

*** Please submit all required materials to the Certification Unit in a SINGLE packet.**

THE *Request for Issue of Emergency Teaching or Substitute* FORM & THE *Request for Conditional Early Release* FORM ARE PROVIDED BY YOUR DISTRICT. PLEASE SEE YOUR DISTRICT SUPERINTENDENT OR THE APPROPRIATE ADMINISTRATOR TO ACQUIRE AND COMPLETE THESE FORMS.